

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 25 PAGES

AGREEMENT NUMBER

LAA CFF DLE 2020-12

AMENDMENT NUMBER

1

Purchasing Authority Number

CFC-4250

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

First 5 California

CONTRACTOR NAME

County of Santa Barbara

2. The term of this Agreement is:

START DATE

February 16, 2021

THROUGH END DATE

June 30, 2022

3. The maximum amount of this Agreement after this Amendment is:

Five Hundred Fifty-Seven Thousand, Seven Hundred Twenty-Two Dollars and Zero Cents (\$557,722.00)

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- 1) The amendment shall extend the end date from December 31, 2021, to June 30, 2022.
- 2) Exhibit A, Scope of Work, shall be replaced in its entirety with the attached.
- 3) Exhibit A, Attachment 3, Workplan Instructions and Template, shall be replaced in its entirety with the attached.
- 4) Exhibit B, Attachment B-1, Additional Budget Detail and Payment Provisions, shall be replaced in its entirety with the attached.
- 5) Exhibit B, Attachment B-2, DLL Pilot Expansion Phase Funding Budget, shall be replaced in its entirety with the attached.
- 6) Exhibit B, Attachment B-3, DLL Pilot Expansion Phase Funding Budget Narrative, shall be replaced in its entirety with the attached.
- 7) Exhibit B, Attachment B-4, Invoice Backup Documentation for Incentives Distribution, is attached to this Agreement.

*All other terms and conditions shall remain the same.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Santa Barbara

CONTRACTOR BUSINESS ADDRESS

5385 Hollister Avenue, Building 10, Suite 110

CITY

Santa Barbara

STATE

CA

ZIP

93111

PRINTED NAME OF PERSON SIGNING

Wendy Sims-Moten

TITLE

Executive Director

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

11-15-2021

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

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AGREEMENT NUMBER LAA CFF DLLE 2020-12	AMENDMENT NUMBER 1	Purchasing Authority Number CFC-4250
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

First 5 California

CONTRACTING AGENCY ADDRESS

2389 Gateway Oaks Drive, Suite 260

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Jackie Wong

TITLE

Chief Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

11/29/21

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

APPROVED**Dec 2 2021****VGB-bb**OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

EXEMPTION (If Applicable)

SCM. Vp;/ 1. Cj/ 5.80, B.2.

Exhibit A
Scope of Work
(Local Assistance Agreement)

1. Authority

As part of the California Children and Families Act, California Health and Safety Code (HSC) section 130105(d)(1)(B) authorizes expenditure of funds from the California Children and Families Trust Fund to ensure that children are ready to enter school. It also authorizes the development of programs focusing on education, including, but not limited to, the development of educational materials, professional and parent education and training, and technical support for county commissions. HSC section 130125(i) provides First 5 California (F5CA) the authority to allocate funds to county commissions to carry out the purposes of the Act.

2. Background

In 2016, the F5CA Commission authorized \$20 million for a Dual Language Learner (DLL) Pilot Study to evaluate the effectiveness and feasibility of existing early learning, professional development (PD), and family engagement strategies for DLLs in early learning and care (ELC) settings. The study is being implemented in three phases: background, in-depth, and expansion.

- A) The **background phase**, completed in late 2019, sought to understand county priorities, policies, and infrastructure to support learning outcomes for DLLs and challenges to implementing priorities and supports for DLLs.
- B) The **in-depth phase**, implemented in the 2019–20 school year, is designed to describe the range and distribution of early learning experiences for DLLs in California and to understand how these experiences are linked to positive child and family outcomes in 16 target counties, identified based on either the number and diversity of DLLs, or regional sampling.
- C) The **expansion phase**, which is the focus of this Local Assistance Agreement (LAA), will support expansion of effective strategies to support DLLs and the identification of policy recommendations for overcoming barriers to scaling these strategies in the context of the COVID-19 public health emergency. Exhibit A, Attachment 1 provides an overview of this phase.

This funding is designed to address three overarching goals:

- A) Strengthen teacher knowledge and use of instructional strategies that are effective in supporting DLL's learning and development during the COVID-19 public health emergency and recovery from the pandemic, including English acquisition and home language support.

Exhibit A
Scope of Work
(Local Assistance Agreement)

- B) Strengthen family engagement strategies that support DLLs and their families through this public health emergency to prevent DLLs from falling further behind, while emphasizing the importance of home language and supporting children's home language development.
- C) Strengthen a systemwide commitment to DLLs and cross agency plans for supporting DLLs' learning and development as the early learning and care systems rebuild from the COVID-19 public health emergency.

3. Purpose

The Fiscal Lead Agency, either a First 5 county commission or other public agency, will facilitate instructional support, professional development, family engagement, and/or systems-building strategies that support DLLs and immigrant children and their families during the COVID-19 public health emergency and through recovery, with an emphasis on sustainable and scalable practices for DLL children and families in poverty.

This LAA is contingent upon the F5CA DLL Pilot Expansion Phase Funding Request for Application (RFA) released July 3, 2020. Section I, Background and Funding Context, and Section II, DLL Pilot Expansion Phase Funding for COVID-19 Recovery, provides additional information and aligns with California Department of Finance Budget Letter 20-11.

4. Programmatic Benefits

In response to the global COVID-19 public health emergency, programmatic benefits include:

- DLL and immigrant children and their families receive the services they need to overcome the effects of COVID-19
- Early Childhood Education (ECE) providers access high quality DLL PD opportunities
- Families support children's home language development and competency so DLL children are better prepared for kindergarten

Exhibit A
Scope of Work
 (Local Assistance Agreement)

5. Terms of Agreement

F5CA shall enter into an LAA with the County of Santa Barbara (Contractor).

The term of this Agreement is February 16, 2021, through June 30, 2022. Contractor is eligible to receive up to \$557,722.00. Funding is authorized only for expenditures incurred within the approved performance period of this LAA.

Contractor shall not be authorized to deliver or commence performance of services as described in this LAA outside the performance period set forth in the LAA as approved in writing by the California Department of General Services (DGS). Any delivery or performance of services commenced outside the performance period set forth in the LAA as approved by DGS shall be considered voluntary on the part of Contractor.

6. Project Representatives

The Contract and Fiscal Managers during the term of this LAA shall be:

First 5 California	Contractor
Laxmi Gurajada	Sharol Viker
Education Programs Consultant	Program Officer
2389 Gateway Oaks Drive, Suite 260 Sacramento, CA 95833	5385 Hollister Avenue, Building 10, Suite 110 Santa Barbara, CA 93111
Phone: (916) 263-1155	Phone: (805) 803-8745
Email: lgurajada@ccfc.ca.gov	Email: sviker@First5sbc.org

Direct all fiscal inquiries to:

First 5 California	Contractor
Laxmi Gurajada	Suzanne Hayes
Education Programs Consultant	Accounting Manager
Phone: (916) 263-1155	(805) 884-8089
Email: lgurajada@ccfc.ca.gov	Email: shayes@first5sbc.org

Exhibit A
Scope of Work
(Local Assistance Agreement)

7. Contractor Responsibilities

Task 1: Project Management

- A. Contractor shall work with the F5CA Contract Manager or their designee to coordinate and manage components of this contract to ensure all tasks, activities, and functions are completed effectively and in a timely manner, including, but not limited to:
- Preparing progress reports and complying with data requests
 - Ensuring oversight and accountability for expenditure of funds, including verifying accuracy of all invoices and supporting documentation
 - Working with local partners to coordinate activities set forth in the DLL Pilot Expansion Phase Workplan
 - Managing processes in case of redirection and response to the COVID-19 recovery efforts
- B. Contractor will submit invoices (Exhibit A, Attachment 2) accompanied by documentation of expenses as specified in Exhibit B, Budget Detail and Payment Provisions and Exhibit B, Attachment 4.

Invoices shall be submitted no more frequently than quarterly or semi-annually, as follows:

- By October 31 for the period of July 1 – September 30
- By January 31 for the period of October 1 – December 31
- By April 30 for the period of January 1 – March 31
- By July 31 for the period of April 1 – June 30

The first Invoice should cover the period starting from the date of contract execution to the remaining time in the respective reporting period.

- C. If the due dates for the submission of invoices falls on a Saturday, Sunday, or State recognized holiday, the invoices shall be submitted on the next business day. Submit the invoices by email to Invoices@ccfc.ca.gov.

Exhibit A
Scope of Work
(Local Assistance Agreement)

A delay in the submission of invoices and associated documentation may result in a delay in payment.

Task 2: Reporting and Data Requirements

A. Contractor shall submit the county's DLL Pilot Expansion Project Workplan (DLL Project Workplan, Exhibit A, Attachment 3) under the following parameters:

1. Within 45 calendar days of the execution of the LAA, submit the DLL Project Workplan for the county's expansion projects, outlining the goals of the county's DLL expansion projects and the processes by which counties will accomplish the project goals.
2. If the due date for the submission of the DLL Project Workplan falls on a Saturday, Sunday, or State recognized holiday, the DLL Project Workplan shall be submitted on the next business day. The Contractor shall submit the DLL Project Workplan by email to DLLPilot@First5.ca.gov.
3. A delay in the submission of the DLL Project Workplan may result in the delay in processing the Contractor's invoice. To remedy delays, the Contractor shall contact the F5CA Contract Manager or their designee immediately in the event the Contractor discovers a delay and to discuss a possible solution.
4. Within 30 calendar days of the execution of an LAA amendment, submit an updated DLL Project Workplan with timeframes that correspond with contract period and applicable major activity revisions (e.g., goals and action steps). If proposed updates to the workplan require budget changes, Contractor shall submit a revised budget along with the workplan. Within 10 working days after receiving the workplans, F5CA will provide an email requesting additional information or documenting approval.

Use the following formatting to update the Workplan:

- a. Start with the existing approved workplan
- b. Strikethrough activities that will not be carried out
- c. Retain information that has been completed, but add "COMPLETE" in the Timeframe cell
- d. Bold and underline new information

Exhibit A
Scope of Work
(Local Assistance Agreement)

5. If, following the submission of the updated DLL Project Workplan, the Contractor determines that changes or additions to the updated workplan are necessary, it shall inform F5CA in writing by email. In addition, the Contractor shall submit a modified Workplan showing the changes and additions to F5CA at the email address set forth in above paragraph A.2. Contractor shall, in addition, submit a revised budget if changes or additions to the workplan require changes to the budget. Within 10 working days after receiving the revised workplan, F5CA will provide an email requesting additional information or documenting approval of the workplan. See Exhibit B, Attachment B-1, Item 1 for instructions on informing F5CA about budget modifications resulting from workplan modifications.
- B. Contractor shall complete one annual performance report (APR) describing activities and accomplishments during the project period. The APR will be structured to elicit data on DLL expansion activities, as well as barriers that could inform policy and statewide supports. The APR shall include several components:
- An update to the initial DLL Project Workplan to record project accomplishments and challenges
 - Data about populations served
 - Additional narrative relevant to scaling strategies and implications for policy

F5CA and its evaluation contractor will work with counties to ensure the APR supports and reflects local projects. The APR will be due on April 1, 2022, and F5CA will make the APR template available on the DLL webpage at <http://www.cffc.ca.gov/partners/investments.html#dll>.

The APR will include two sections:

- Section 1: Data for service counts to be submitted in SurveyMonkey and is available at the DLL Webpage
- Section 2: A narrative explaining successes, challenges, and lessons learned implementing the workplan which will be developed in collaboration with counties to build on and not duplicate the external evaluation and communities of practice

Exhibit A
Scope of Work
 (Local Assistance Agreement)

C. Contractor and its evaluator shall comply with F5CA evaluation participation and data requests as outlined in Exhibit A, Attachment 4.

Task 3: Participate in Statewide DLL Pilot Expansion Phase Contractor Convenings

- A. Attend virtual contractor convenings organized as community of practice (CoP) (a virtual and/or in-person opportunity for county implementers to share best practices and learn from one another) by F5CA for DLL Expansion contracted agencies and their key partners to learn from one another. The convenings will take place approximately monthly for up to 120 minutes and be coordinated and scheduled by F5CA staff or designee. Some convenings also will include DLL Experts and DLL Policy Advocates to facilitate two-way conversations about what counties are learning in their DLL expansion project implementation and how it can be translated to policy.
- B. Pending COVID-19 restrictions, one in-person convening will be held in Spring of 2022 (no later than June 30, 2022), to showcase project successes, problem-solve challenges, and inform policy for scalable strategies to serve young DLLs in California. Location of convening shall be mutually determined between F5CA and county lead agencies. The convening shall be open to project implementers, lead agencies, and other partners.

8. Deliverables

Task	Deliverable	Due Date
Task 1 A	Submit quarterly Invoice (Exhibit A, Attachment 2)	<ul style="list-style-type: none"> • By October 31 for the period July 1 – September 30 • By January 31 for the period October 1 – December 31 • By April 30 for the period January 1 – March 31 • By July 31 for the period April 1 – June 31
Task 2 A 1	Submit DLL Pilot Expansion Phase Project Workplan (Exhibit A, Attachment 3)	Within 45 calendar days from the date of execution of the LAA
Task 2 A	Submit DLL Pilot Expansion Project Workplan Update	Within 30 days after the LAA amendment is approved

Exhibit A
Scope of Work
(Local Assistance Agreement)

Task	Deliverable	Due Date
Task 2 B	Submit APR	<ul style="list-style-type: none">• April 1, 2022
Task 2 C	Participate in statewide evaluation (Exhibit A, Attachment 4)	<ul style="list-style-type: none">• Ongoing
Task 3	Participate in statewide DLL Pilot Expansion Phase contractor convenings (CoPs)	<ul style="list-style-type: none">• Ongoing – Monthly between April 2021 – June 2022

**Exhibit A, Attachment 3
DLL Expansion Phase
Workplan Instructions and Template**

Instructions

There are three parts to the DLL Expansion Phase Workplan:

- **The Project Workplan** (Section II) will outline goals and action steps for how the county will use its funding, and the processes by which counties will accomplish the goals specified in their DLL Expansion Phase Application.
- **Project Targets** (Section III) will provide detailed information about the estimated number of children, families, and providers to be served through the project, as well as other data. F5CA recognizes some counties may not have all the data requested at the time the workplan is due. The table presents the data elements that counties will be asked to track and report on over the course of their DLL Expansion projects. The detailed table is provided now, so that counties can develop systems to gather and document the key data elements listed moving forward.
- **Additional Questions** (Section IV) requests additional information not fully captured in the original application about planned outreach and identification of populations served.

Submit the completed workplan, project targets, and additional questions to the F5CA DLL Pilot team by email at dllpilot@first5.ca.gov within **45 days of execution** of the LAA. Templates will be available on the DLL Pilot webpage at <http://ccfc.ca.gov/partners/investments.html#dll>.

Within 30 calendar days of the execution of an LAA amendment, submit an updated DLL Project Workplan with timeframes that correspond with contract period and applicable major activity revisions (e.g., goals and action steps). Within 10 working days after receiving the workplans, F5CA will provide an email requesting additional information or documenting approval (see Task 2 item 4).

Project Workplan

Every Workplan must include Goals and Action Steps. Action Steps must include the following information: description, milestones, timeline, resources, and responsibility, as described below. Counties may use a local template and/or include additional information to meet local needs.

- A. Goals:** The project goal is the high-level, overarching purpose of this project. If the outcomes of the project are achieved, what is the impact on the organization(s),

**Exhibit A, Attachment 3
DLL Expansion Phase
Workplan Instructions and Template**

community, or system? The following goals were outlined in the RFA and should be used to frame the Workplan, as applicable to the county's project.

1. Strengthen teacher knowledge and use of instructional strategies that are effective in supporting DLLs' learning and development during COVID-19 and recovery from the pandemic, including English and home language support.
2. Strengthen family engagement strategies that support DLLs and their families through this public health emergency, prevent DLLs from falling behind, and emphasize the importance of home language and how to support children's home language development.
3. Strengthen a systemwide commitment to DLLs and cross-agency plan for supporting DLLs' learning and development as the early learning and care systems rebuild from the COVID-19 crisis.

Counties may include additional local goals if the relevant, required goals are included in the Workplan.

B. Action Steps: Every goal will require multiple action steps. Each action step must include five parts:

1. Description: Each action step may be listed at a high level but should indicate sufficient detail for collaborators and F5CA to understand what will take place.
2. Milestones: Each action step must include one or more key milestones to be achieved or what will be produced because of the action step, and by which progress toward meeting the goal can be assessed.
3. Timeframe: For each action step, indicate the timeframe it will be carried out.
4. Resources: Resources may be financial or material, or they may include experts, partner agencies, or other staff within your agency essential for ensuring success of each action step.
5. Responsibility: Each action step should have one or more people responsible for carrying out the action. This is not necessarily the person who is responsible for monitoring whether the action is carried out, but rather, the person or persons who have agreed to do the work. It is best to list people rather than agencies.

Exhibit A, Attachment 3 DLL Expansion Phase Workplan Instructions and Template

C. Workplan Format

The following Workplan template includes the goal and action steps. Counties will likely have more than one goal; each goal should have its' own series of action steps.

Form instructions
 Submit the workplan to: DLLPilot@First5.CA.gov

DLL Pilot Expansion Phase
 Project Workplan



Form Tab Labels	Tab Content	Instructions to Complete the Form
Workplan Instructions	N/A	Please refer to the DLL Pilot Expansion Phase Workplan Instructions document posted on the First 5 California DLL webpage at (copy and paste the link below on a web browser): http://www.cfc.ca.gov/partners/investments.html#dll
Due 45 days after contract execution	A. Contact Information	Start with tab 1.a. Project Goal #1. Provide the contact information for the county's DLL Pilot Expansion phase project in the highlighted fields on top of this page (cells B2 through B5). The rest of the workbook will auto-populate with this contact information (no need to enter the contact information for each sheet).
Tab 1a. Project Goal #1 Tab 1b. Project Goal #2	B. Project Goals	<ul style="list-style-type: none"> • Provide one project goal per sheet. There are two sheets to provide project goals # 1 and # 2. If the project has a single goal, leave the second goal sheet blank. • Track progress on meeting the goals during project implementation: Counties will update their Project Goals as part of the Annual Performance Report (APR). • To provide information about more than two project goals, copy this sheet by: right clicking the "Project Goal # 2 tab, select the option "Move or Create a Copy", check the "Create a Copy" box. Excel will create a new sheet with the information. Update the sheet label and edit the document to add information for the new goal.
Data due 45 days after contract execution:	Please do not leave cells blank. If a data field does not apply, please use "0" if number requested, or "NA" if text is requested. To enter "Other" information, type over text with specific language, race/ethnicity, or other relevant data. Add rows or columns as needed.	
Tab 2. Projected Services	Estimated Number of Families to be Served Directly Estimated Number of Families to be Reached Through Indirect Methods Estimated Number of Providers to be Served Directly	Provide ESTIMATES for families and providers served. Please provide an unduplicated count within each section A, B, and C. <ul style="list-style-type: none"> • A.1-3. Provide an estimate of number of families to be served directly, estimate of the number of those families who will receive books, and number of books distributed to those families. Books distributed to families and other individuals/entities will be captured in the APR. • A.4-5. Provide estimated percent of families to be served directly by home language and zip code. Collect this information when serving families and report in the APR. B. Provide an estimate of the number of families who will be served indirectly through media campaigns or other outreach methods. Please explain other outreach efforts if entering a number in B.2. Collect this data to report in the APR. C. Provide an estimate of the number of providers to be served, by type of provider, and unique type of training. Add columns if more training types will be offered. If the same training is being offered multiple times, combine enrollment targets under the same heading. Collect this data during training, along with demographics of training participants to report in the APR.
Tab 3. Additional Narrative		Please answer all three questions. Each question is on a separate page within the sheet so scroll down. Please provide responses underneath the questions.
APR Data (due December 31, 2021). Details about data to be tracked and reported in APR will be available by March 12, 2021		
Questions? Please contact First 5 CA DLL Pilot Study Team at: DLLPilot@First5.ca.gov		

Exhibit A, Attachment 3 DLL Expansion Phase Workplan Instructions and Template

Projected Services
 Due 45 Days After Contract Execution

DLL Pilot Expansion Phase
 Project Workplan



County	ABC county		
Lead Agency	F5 XX county		
Contact Person	contact name		
E-mail Address	enter e-mail address		
A. Estimated Number of Families to be Served Directly			
Data Element	Target Numbers		
1. Estimated number of families to be served directly	0		
2. Of these, how many families do you anticipate will receive books?	0		
3. Estimated number of books to be distributed to families served directly	0		
4. Languages Families (from A.1) Are Most Likely to Speak at Home			
Language Spoken at Home	Estimated Percent of Total Estimated Families		
Spanish	0%		
Vietnamese	0%		
Cantonese	0%		
English	0%		
<i>Other (insert)</i>	0%		
<i>Other (insert)</i>	0%		
<i>Add rows as needed</i>	0%		
Total	0%		
5. Zip Codes where Families (from A.1) Most Likely Reside			
Zip Code	Estimated Percent of Total Estimated Families		
<i>Insert zip code 1</i>	0%		
<i>Insert zip code 2</i>	0%		
<i>Insert zip code 3</i>	0%		
<i>Insert zip code 4</i>	0%		
<i>Add rows as needed</i>	0%		
Total	0%		
B. Estimated Number of Families to be Reached Through Indirect Outreach and Messaging			
Indirect Methods	Estimated Number of Families		
1. Estimated number of families to be reached through public awareness/media campaign	0		
2. Estimated number of families to be reached through other outreach efforts, not including table A (<i>please explain</i>):	0		
Total	0		
C. Providers to be Served Directly by Provider Type and Training (within and outside your county)			
Type of Provider	Insert Name of Training	Insert Name of Training	Insert Name of Training
Number of family child-care providers/educators:	0	0	0
Number of center-based providers/educators:	0	0	0
Number of other providers: (<i>please identify provider type(s)</i>):	0	0	0
Total Providers to be Trained	0	0	0

EXHIBIT B, ATTACHMENT B-1

ADDITIONAL BUDGET DETAIL AND PAYMENT PROVISIONS

1. Cost Limitation

- A. The total amount of this Agreement shall not exceed \$557,722.00 for Dual Language Learner (DLL) Pilot Expansion activities.
- B. It is understood and agreed upon that this total is an estimate and that First 5 California (F5CA) will pay only for those services rendered as authorized by the F5CA Contract Manager or designee up to the total Agreement amount.
- C. Contractor has discretion to modify staffing and corresponding benefits under Personnel from that which is described in Exhibit B, Attachment B-3, DLL Pilot Expansion Budget Narrative, to meet the goals of this Agreement so long as the total cost of staffing and benefits do not exceed the total amount for Personnel authorized by this Agreement and summarized in Exhibit, B, Attachment B-2, DLL Pilot Expansion Budget. Contractor must inform F5CA Contract Manager or their designee of staffing modifications in writing at least 30 days prior to the change. See Exhibit A, Task 2 A. 4 for instructions on updating the Project Workplan if the workplan modifications result in a necessary budget modification. See Exhibit B, item 4 of this Agreement for information on budget line-item changes.
- D. Contractor has discretion to modify line items under Operations from that which are described in Exhibit B, Attachment B-3, DLL Pilot Expansion Budget Narrative, to meet the goals of this Agreement so long as the total cost of line items does not exceed the total amount for Operations authorized by this Agreement and summarized in Exhibit, B, Attachment B-2, DLL Pilot Expansion Budget. Contractor must inform F5CA Contract Manager or their designee of modifications to Operations line items in writing at least 30 days prior to the change. See Exhibit A, Task 2 A.5 for instructions on updating the Project Workplan if workplan modifications result in necessary budget modifications. See Exhibit B, item 4 of this Agreement for information on budget line-item changes.
- E. Contractor may charge the indirect rate, not to exceed 15 percent. The indirect rate must be represented as a percent with no more than two decimals used to calculate the indirect charge. Refer to the DLL Pilot Expansion Request for Application, Attachment C: DLL Pilot Expansion Phase Budget Narrative Instructions for a definition of indirect costs.

2. Fiscal Year Rollover of Funds

Funds approved for expenditure in the current Fiscal Year (FY) that are not fully expended may be continuously rolled over to subsequent FYs to accomplish the scope of work, up to the maximum term of the Agreement.

3. Capital Assets

F5CA funds may not be used for capital assets as defined by the California State Administrative Manual (SAM) and First 5 Financial Management Guide – land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period and a unit cost of \$5,000 or more (SAM Section 8602).

In accordance with SAM, if property does not have an expected useful life of at least one year, and if the purchase cost does not exceed \$5,000 for purposes of the Funding, the purchase is considered an expenditure and not a capital asset. Lead Agencies must review existing policy regarding capital assets. If the Fiscal Lead Agency's policy identifies a lower monetary threshold than SAM for capital assets, the Fiscal Lead Agency's policy must be enforced when expending DLL Pilot Expansion LAA funds. If the Fiscal Lead Agency's policy identifies a higher monetary threshold than SAM for capital assets, the State of California's policy (as articulated in SAM) must be enforced when expending DLL Pilot Expansion LAA funds.

4. Payment Withholds

Failure to submit timely and accurate fiscal information, evaluation data, and program reports, as required by F5CA, may result in the withholding of a disbursement of funds, until which time the required information, data, or reports have been received. Delays in fiscal report submission may result in a written request by F5CA for an accounting of expenditures or special review of fiscal and program activities. F5CA may reduce or terminate program participation, at any stage, if it is determined that a Fiscal Lead Agency has failed to adhere to the terms and conditions of the RFA and/or its approved Agreement, including any amendments to this Agreement.

5. Dispute Resolution (Fiscal Components)

The Fiscal Lead Agency shall attempt to resolve disputes of fiscal components (reimbursement, budget amendments, etc.) with F5CA staff. If the dispute is not resolved at the first staff level, the Executive Director or designee of the Fiscal Lead Agency may appeal the decision. Such an appeal can be made by submitting a

written description of the issues and the basis for the dispute to the Chief Deputy Director of F5CA within thirty (30) calendar days of receiving an initial response from the first-level determination of the dispute.

Within thirty (30) calendar days of receiving the Fiscal Lead Agency's written dispute, the Chief Deputy Director will review the facts of the dispute, and if deemed necessary, will meet with the Fiscal Lead Agency's Executive Director or designee for purposes of resolving the dispute. The Chief Deputy Director shall decide and send written notification of the decision to the Fiscal Lead Agency, together with the reasons for the decision, within sixty (60) calendar days of the receipt of the Fiscal Lead Agency's notification of the dispute. The decision of the Chief Deputy Director shall be final.

6. First 5 Financial Management Guide Compliance

Fiscal Lead Agencies should refer to the First 5 Financial Management Guide (Guide) terms and definitions when reporting to or communicating with F5CA regarding the Funding. The guidelines and glossary contained in the Guide provide a common frame of reference and language for use between F5CA and Lead Agencies when addressing financial matters.¹

7. Restricted Use of Funds

DLL Pilot Expansion funding shall be expended only for the purposes expressed in this Agreement and must not supplant existing local, state, or federal funding, such as First 5 county commission, or local funds used for DLL Pilot Expansion project activities.

8. Retention of Program Records

Contractor must retain files in its headquarters based in California, or at the program service location where services are being provided. All support documentation must be retained for actual expenses incurred for auditing purposes and for program review, as required in the fiscal audit provision of this Agreement.

F5CA or any duly authorized representative shall have access and the right to examine, audit, review, excerpt, and transcribe any books, documents, papers, or records of Contractor, which in the opinion of the State, may be related or pertinent to this Agreement. Such material for each year of the contract must be retained for a period of three (3) years after the termination of the contract or until an audit is

¹ The First 5 Financial Management Guide is available on the First 5 California Web site at: http://www.cfc.ca.gov/about/about_fiscal.html

completed by the State and all questions are resolved. An exception to the three-year retention period is when a contract audit is in dispute or in litigation. In those instances, the record retention requirements may be extended.


Audits and reviews may be conducted at any time during the performance of the contract or during the three (3) years following completion of the contracting period. Actual cost incurred by Contractor for expenses and reported match funds, if applicable, should be substantiated with appropriate source documentation. It is the Contractor's responsibility to ensure that all expenditures claimed, including all subcontractor expenditures, are allowable costs associated with performing the contracted services.

**DLL Pilot Expansion Phase Budget Revision
 FY 2020-21 and FY 2021-22**

Fiscal Lead Agency:	First 5 Santa Barbara County	Contract Number:
Agency Address:	5385 Hollister Ave Bldg 10 Ste 110	LAA CFF DLLE 2020-12
City, Zip Code:	Santa Barbara, CA 93111	Revision Date
Fiscal Lead Agency Contact:	Suzanne Hayes	9/15/2021
Phone Number:	805-884-8089	
Email:	shayes@countyofsb.org	

Budget Category	FY 2020 - 2021	FY 2021-2022	Total
1. Salaries	\$ 12,880.60	\$ 40,732.40	\$ 53,613.00
2. Benefits	\$ 12,103.44	\$ 20,042.56	\$ 32,146.00
Total Personnel	\$ 24,984.04	\$ 60,774.96	\$ 85,759.00
B. OPERATIONS			
1. Materials and Supplies		\$ 759.65	\$ 759.65
2. Travel	\$ -	\$ 900.00	\$ 900.00
3. Equipment	\$ -	\$ -	\$ -
4. Incentives/Stipends	\$ -	\$ -	\$ -
5. Contractual	\$ 37,337.40	\$ 360,219.60	\$ 397,557.00
6. Other	\$ -	\$ -	\$ -
Total Operations	\$ 37,337.40	\$ 361,879.25	\$ 399,216.65
C. TOTALS			
Total Direct Costs (A+B)	\$ 62,321.44	\$ 422,654.21	\$ 484,975.65
Indirect Cost Rate (not to exceed 15%)	15.00%	15.00%	
Total Indirect Costs	\$ 9,348.21	\$ 63,398.14	\$ 72,746.35
GRAND TOTAL	\$71,669.65	\$486,052.35	\$557,722.00

I, the official named below hereby request First 5 California DLL Pilot Expansion funding in the amounts represented in the table above. I certify that the information represented on this form is true and correct to the best of my knowledge and compliant with the requirements and conditions in the DLL Pilot Expansion Phase RFA.

Lead Agency	First 5 Santa Barbara County	First 5 CA Staff Only
Executive Director/Authorized Designee	Sharol Viker	<i>Fiscal Analyst:</i>
E-mail	sviker@countyofsb.org	LG
Phone Number	805.803.8745	<i>Program Manager:</i>
Authorized Signature		DS
Date Completed	08.17.2021	



REVISION
 Dated 9.17.21

DLL Pilot Expansion Phase Funding Budget Narrative Template

County: Santa Barbara

Fiscal Lead Agency: Santa Barbara

A. Personnel

Total Personnel (Salaries + benefits)

FY 2020–2021	FY 2021–2022	Total
\$ 24,984.04	\$ 60,774.96	\$ 85,759.00

THE TOTAL PERSONNEL BUDGET REMAINS THE SAME

1. Salaries

FY 2020–2021	FY 2021–2022	Total
\$ 12,880.60	\$ 40,732.40	\$ 53,613.00

Program Manager/clerical support will coordinate the project and oversee the subcontracts, convene and communicate with partners, oversee the evaluation and report to First 5 CA, in addition to any clerical support that is needed.

Fiscal Support will provide the support with the paperwork associated with contracts, invoicing, and budget development, revisions and reporting.

REVISION:

The original FY 20-21 budget reflected the Program Manager and Communications/ Clerical/Fiscal support staff charging for 8 months. However, due to the delay in the LAA, the Manager and fiscal staff charged only 6 months in FY 20-21. The figure of \$12, 880.60 represents actual personnel expenses based on salary model for the Program Manger and Fiscal support. In FY 20-21 we reduced the budget by \$17,367.40 due to a reduction in the months and staff charging to this grant. This figure (\$17,367.40) is carried over for the Program Manager and Clerical/Fiscal support for FY 21- 22 in addition to the original \$23,365.00 that was budgeted for FY 21- 22 for a total FY 21-22 budget of \$40,732.40. This figure now represents Program Manager and fiscal staff FY 21-22 salaries for 12 months vs. the 6 months that was in the original budget.

THE TOTAL SALARY LINE ITEM AMOUNT DID NOT CHANGE. IT REMAINS AT \$53,613.00

Based on the experience in FY 20-21 it was determined that program and fiscal support was where the majority of personnel time was needed so the clerical and communication personnel will not be charging to this grant as originally planned. The duties of communication and clerical would be absorbed in the duties of the program manager.



The fiscal staff time will be reduced from 25% to 16% to adjust for salary now being spread over 12 months inf FY 21-22 instead of 6 months as was in the original budget.

In FY 2021-22 Program Manager will receive a 3% Cola = \$8,358/month beginning July 1, 2021 and will now be for 12 months and not for the original 6 months.

Calculation for FY 2021-22: $\$8,358.3333 \times .25 \times 12 \text{ months} = \$25,075.00$

The above calculation was rounded up to the nearest whole number.

In 2021-22 Fiscal Staff will receive a 3% Cola beginning July 1, 2021. Calculation for 2021-22 for Fiscal staff: $\$7750 \times .16.835914\% \times 12 \text{ months} = \$15,657.40$.

2. Benefits

FY 2020–2021	FY 2021–2022	Total
\$ 12,103.44	\$ 20,042.56	\$ 32,146.00

0.25 FTE Program Manager Benefits

REVISION

The original FY 20-21 budget reflected the Program Manager and Communications/ Clerical/Fiscal support staff charging for 8 months. However, due to the delay in the LAA, the Manager and Fiscal staff charged only 6 months in FY 20-21. The figure of \$12,103.44 represents actual personnel benefit expenses based on county benefit model for the Program Manger and Fiscal support. In FY 20-21 we reduced the budget by \$6,032.56. This figure (\$6.032.56) is carried over for the Program Manager and Fiscal support for FY 21- 22 in addition to the \$14,010.00 that was budgeted originally for FY 21- 22 for a total FY 21-22 budget of \$20,042.56. This figure now represents benefits for 12 months vs. the 6 months that was in the original budget.

32% full county benefit package including health insurance and retirement

Calculation for FY 2021-22: $\$4,963.186 \times .25 \times 12 \text{ months} = \$14,889.56$

The above calculation was rounded up to the nearest whole cent.

0.16 FTE Fiscal Support Benefits

Calculation for FY 2021-22: $\$2,556.051 \times 16.8\% \times 12 \text{ months} = \$5,153.00$

The above calculation was rounded up to the nearest whole cent.

THE TOTAL BENEFITS LINE ITEM AMOUNT DID NOT CHANGE. IT REMAINS AT \$32,146.00



B. Operations

Total operations (Sum of B. 1–6)

FY 2020–2021	FY 2021–2022	Total
\$ 37,337.40	\$361,879.25	\$ 399,216.65

THE TOTAL OPERATIONS BUDGET REMAINS THE SAME
 Please see the detailed explanations and calculations below

1. Materials and Supplies

FY 2020–2021	FY 2021–2022	Total
\$ 0.00	\$759.65	\$ 759.65

FY 20-21 = \$0.00
REVISION: FY 20-21 budget was reduced by \$2,000 and moved to FY 21-22 contractual.

FY 21-22 = \$759.65
REVISION: FY 21-22 budget reduced by \$957.00 and \$957.00 was moved to contractual in order for additional DLL work to be done through Quality Counts.

The FY 21-22 material and supply budget will be used for purchases such as posters, flyers, children’s materials and supply purchases.

THE TOTAL MATERIAL AND SUPPLY LINE ITEM WAS DECREASED BY \$2,957.00

2. Travel

FY 2020–2021	FY 2021–2022	Total
\$ 0.00	\$ 900.00	\$ 900.00

FY 20-21 = \$0.00
REVISION: FY 20-21 budget reduced by \$900 due to the travel restrictions. Budget rolled forward into FY 21-22.

FY 21-22 = \$900.00



REVISION: FY 20-21 budget reflects a minimum in person meeting for Program Manager in FY 21-22.

1 Program Manager x 1 trip to Sacramento for state meeting regarding DLL (travel & lodging) = \$900.00 for hotel, travel and per diem = \$900.00

THE TOTAL TRAVEL LINE ITEM DID NOT CHANGE

3. Equipment

FY 2020–2021	FY 2021–2022	Total
\$ 0.00	\$ 0.00	\$ 0.00

THE TOTAL EQUIPMENT LINE ITEM REMAINS THE SAME

4. Incentives

FY 2020–2021	FY 2021–2022	Total
\$ 0.00	\$ 0.00	\$ 0.00

There is no budget revisions needed for this incentive line item.

5. Contractual

FY 2020–2021	FY 2021–2022	Total
\$37,337.40	\$ 360,219.60	\$ 397,557.00

THE TOTAL CONTRACTUAL LINE ITEM WAS INCREASED BY \$2,957.00

FY 20-21 = \$37,337.40

REVISION: Budget reflects actual contractual expenses for FY 20-21 of \$37,337.40. \$190,762.60 was rolled forward to FY 21-22; unexpended funds due to the effects of COVID and delayed award of the LAA.

FY 21-22 = \$360,219.60

REVISION: Budget reflects the \$190,762.60 that rolled forward from FY 20-21 and in addition, the \$2,957.00 that was moved from FY 20-21 and FY 21-22 materials and supplies. This total is the FY 2021-22 budget of \$360,219.60.



FY 21-22 budget includes the following contracts and activities:

Allan Hancock College: \$8,919.60

Course Development and Faculty- DLL Professional Development

THE TOTAL AHC CONTRACT AMOUNT REMAINS THE SAME:

Evaluation \$10,000.00

THE TOTAL UCSB CONTRACT AMOUNT REMAINS THE SAME

DLL PD and Family Engagement through LEA: \$280,795.00

Four school districts are contracted to provide professional development to early care and education staff and family engagement activities.

REVISION – LEA OVERALL LINE ITEM: Actual work in 20-21 caused a re-evaluation of the total and a reduction in the overall allocation by \$8,472.00 in 2021-22.

Four school districts are contracted to complete DLL work that includes
Personnel and administrative cost
Professional development training
Family literacy equipment
Books and other training material costs

Communication Contract \$16,590.00

A series of interviews, ads and radio spots on the value of bilingualism targeted at Mixtec and Spanish speaking families.

THE TOTAL RADIO BILINGUE CONTRACT WAS REDUCED BY \$5,010.00 based on actual cost and contract and not original projected estimates.

Graphic Design Contract = \$700.00

This expense was moved out of materials and supplies and more appropriately placed in contracts.

Graphic designer to create 1 flyer, 1 poster and 1 palm card

THE TOTAL GRAPHIC DESIGN CONTRACT REMAINED THE SAME.

Quality Counts/ Workforce Development Contract: \$43,215.00



The budget will provide:
 Participant stipends for professional development engagement
 A series of DLL trainings
 Additional Quality Counts/DLL activities such as poll training follow up coaching and use of DLL family intake forms
 THE QUALITY COUNTS CONTRACT WAS INCREASED BY \$17,000.00 for the additional DLL activities.

6. Other

FY 2020–2021	FY 2021–2022	Total
\$0.00	\$0.00	\$0.00

The following table reflects the figures found on DLL Pilot Expansion Study Budget Template

Funding Category	Total FY 2020–2021	Total FY 2021–2022	Grand Total
Total Personnel	\$ 24,984.04	\$ 60,774.96	\$ 85,759.00
Total Operations	\$ 37,337.40	\$ 361,879.25	\$ 399,216.65
Total Direct Costs	\$ 62,321.44	\$ 422,654.21	\$ 484,975.65
Indirect Cost Rate (not to exceed 15%)	15%	15%	
Indirect Costs	\$ 9,348.21	\$ 63,398.14	\$ 72,746.35
Total First 5 Funds	\$ 71,669.65	\$ 486,052.35	\$ 557,722.00

For the indirect costs there was a carryover of \$0.01 from FY 20-21 to FY 21-22 to reflect the actual costs and billing for FY 20-21.

EXHIBIT B, ATTACHMENT B-4

Invoice Backup Documentation for Incentives Distribution

First 5 California (F5CA) will reimburse Dual Language Learner (DLL) Expansion projects to counties for incentives that specifically serve the goal of expansion projects. The budget narrative must include sufficient information to demonstrate the ways in which incentives will improve cross-agency/program coordination within your county and meet the goals of the DLL Expansion funding.

F5CA requires both evidence of purchase and evidence of distribution of the incentives in order to process reimbursement.

Purchase: Submit evidence (receipt/voucher) of purchase, including type, number, and denominations of incentives purchased.

Distribution: Incentives may be distributed in-person or virtually.

In-person distribution: A spreadsheet with a title, purpose of the incentives, and name of person responsible for incentive distribution. For each incentive distributed, list:

- Name of recipient
- Incentive type, amount, and number (either assign a number or use the gift-card number)
- Recipient initials and date of receipt

Virtual distribution: A spreadsheet with a title, purpose of the incentives, and name of person responsible for incentive distribution. For each incentive distributed, list:

- Name of recipient
- Incentive type, amount, and number (either assign a number or use the gift-card number)
- Delivery address (email/text #)
- Electronic “delivery receipt” date



Memorandum

Date: October 7, 2020

From: David Dodds, Deputy Director, Research and Evaluation Division

Subject: **Justification for Subcontracting without Limitation (SCM 3.06 D)**

The effects of COVID-19 have exacerbated the disparities among young children, particularly those who also are living below the poverty level. The crisis has exposed vast disparities in emergency preparedness, internet access for children, and availability of learning materials. These disparities are accentuated for DLLs and their families where an interruption in education and family supports may be causing children to fall further behind their peers. California is home to promising models of family engagement, professional development, and instructional support for helping children master their home language as a foundation for learning English and the development of bilingualism. However, this progress was interrupted in March 2020, when the COVID-19 emergency closed or changed programming in many schools and ELC programs, interrupted employment and services, and required families to shelter-in-place. As early learning settings transition to virtual learning for preschoolers during COVID-19, many educators report they are unprepared to meet the needs of children and families through these remote platforms, and/or families do not have adequate technology or home-based supports to help children access virtual classrooms. Further, although some early care and education settings are beginning to reopen as social distancing guidelines are lifted, many programs may never recover and families will look to alternative care arrangements, such as informal family, friend, and neighbor (FFN) care, as they return to work. These settings may not have the resources to support effective DLL learning practices.

The DLL expansion funding is designed to help the state learn from counties efforts to expand, refine, and adapt supports offered through their existing early childhood infrastructure to ensure the needs of young DLLs are being met during COVID-19 and through recovery, with a focus on promoting home language competency as a predictor of English language learning. Counties are implementing a variety of activities, including, but not limited to, providing training and technical assistance to early childhood providers, facilitating playgroups and parent cafés, and developing resources and messaging materials in different languages. Often, these types of activities can only be done by an external contractor because of proprietary materials or specific expertise. Depending on the focus of the county's project, the extent of the subcontracts often exceeds 30% of the overall project budget. By hiring subcontractors through this one-year infusion of funds, counties will build local capacity to limit the need for outsourcing in the future. These efforts will help California understand scalable, sustainable, and

effective strategies for supporting DLL children and their families, and providers serving young DLLs during COVID-19 and through recovery and help California expand these lessons learned beyond the 16 participating counties.